



JOB OPPORTUNITY  
OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Graduate Student Assistant  
Tenure: Non-Tenured/Intermittent  
Location: Oakland, CA

**DUTIES AND RESPONSIBILITIES:**

Under the direction of an attorney at the Office of the State Public Defender, the Graduate Student Assistant (GSA) provides high-level paralegal support in death penalty cases. Duties include but are not limited to the following:

**Case Support and Organization:**

Assists attorneys in the review and organization of case documents (including scanning, copying, indexing, summarizing and organizing them), record gathering (including in-person collection), identification of witnesses to interview, and organizing and preparing documents for presentation to outside entities.

**Investigation and Analysis:**

Assists attorneys in the investigation of the client's social history, potential guilt and penalty phase issues, and other matters and issues that arise in the scope of OSPD's representation by determining additional records to gather, gathering those records and providing the attorneys with a useful means of utilizing them (e.g., indices, chronologies, memos); and assisting the attorneys with witness investigation, including preparing witness lists, preparing necessary documents needed to interview the witnesses, accompanying attorneys on interviews or conducting interviews independently, and drafting declarations. Travel is required.

**Research & Writing:**

Assists attorneys with the research of case issues (such as mental health, social history, forensics, social history, forensics, and trial matter), and drafts memoranda.

**DESIRABLE QUALIFICATIONS:**

Ability to work in a team environment.

Ability to develop and maintain good working relations with all levels of staff.

Ability to maintain security and confidentiality of privileged information in compliance with applicable laws.

Knowledge of computer programs such as Word and other Microsoft Office applications, Word Perfect, FileMaker Pro, and Adobe, Westlaw and ability to use such programs in an efficient and effective manner.

Ability to problem solve and manage time effectively.

Strong analytical and organizational skills.

Ability to adapt to unpredictable changes in case priorities and assignments.

Ability to meet scheduled and last minute deadlines.

Demonstrated ability to act independently and to use good judgement.

Ability to communicate efficiently, both verbally and in writing.

Knowledge of legal research and writing principals.

### WHO SHOULD APPLY:

Students who are currently enrolled in an accredited college or university may apply. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s).

### How to Apply:

Complete Application Packages must be submitted electronically through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Required Application Documents:

Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Resume is required.

FINAL FILING DATE: May 19, 2017

Applications will be screened and only the most qualified applicants will be interviewed.

*The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 05/05/2017*